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ABSTRACT

This handbook on obtaining college financial aid for students in the state of Washington offers step-by-step instructions for applying for aid and a reference guide to state, federal, and institutional types of aid available. A first section describes how to begin and introduces the book. A following section details the general considerations in determining financial need: cost of education, financial need, and calculating financial aid. The next section briefly discusses applying for assistance. There follows an application checklist of tasks in an order for completion with some explanation of each task. The next section briefly defines the state financial aid programs: the Need Grant Program (for needy and disadvantaged residents), the Work-Study program, the Scholars Program, the Conditional Scholarships/Loan programs, the Exchange Programs, and a Tuition Waiver Program. More detailed descriptions of each program appear in the following section. The next section describes federal aid programs including Pell Grants, Supplemental Educational Opportunity Grants, the College Work Study Program, the Perkins Loan Program, a teachers scholarship program, and Stafford loans. The following section explains that some institutions have their own aid programs. The final three sections explain common acronyms; provide a vocabulary list; and list participating public colleges, universities, and community colleges. The back cover holds two detachable postcards to be used as requests to institutions for financial aid applications. (JB)

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FINANCIAL AID HANDBOOK

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HOW TO BEGIN

ED 366 249

the WASHINGTON STATE GUIDE to FINANCIAL AID for HIGHER EDUCATION

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Prepared and Presented by
The Higher Education Coordinating Board
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GREETINGS from the HIGHER EDUCATION COORDINATING BOARD

Congratulations, you are considering higher education.

The Financial Aid Handbook can be an important resource in your pursuit to further your education.

Like any reference tool it cannot contain all of the information pertinent to the process of receiving the assistance you need. Think of this Handbook as one link in the chain to receiving assistance.

When you have narrowed your choices of institutions, use the postcard in the back of the handbook to complete the next link in the process by writing directly to the school for an application.

We hope the handbook will help you learn about and take advantage of financial aid programs available in Washington. The Higher Education Coordinating Board has helped thousands of low income students attain their educational goals in colleges, universities and vocational schools. We want to assist you as well.

Ann Daley, *Executive Director*
Higher Education Coordinating Board

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FINANCIAL AID HANDBOOK

HOW TO BEGIN

The Financial Aid Handbook is your first step toward pursuing the college education of your choice.

This comprehensive handbook gives you step-by-step instructions to apply for financial aid. You will find suggestions about when, where and how to apply. The handbook also serves as a reference tool for major state and federal programs.

Use Section 10, the "Commonly Used Acronyms," to decipher acronyms used to refer to financial aid programs. You will find a vocabulary list in Section 11 defining the special meanings of certain financial aid terms.

A complete listing of public and private colleges and universities eligible to participate in state sponsored financial aid programs is included in the back of the Handbook. For applications and details about financial aid programs, you should contact the director of financial aid at the institution(s) you're considering.

You can use the attached postcard to take an important step towards attending the school of your choice by contacting the student financial aid office for an application and instructions specific to the institution. The financial aid director is your primary contact for financial aid information throughout your college career.

Education is an essential element in your future success. We hope the Financial Aid Handbook will help you take advantage of the many financial aid opportunities available.

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FINANCIAL AID HANDBOOK

DETERMINING FINANCIAL NEED

Grants, loans and work-study programs are commonly called "need-based" financial aid. To qualify, you must show financial need. The amount of aid you can receive is limited by the amount of need you can document.

Your financial need is determined by the cost of your education less your family contribution. By inserting the dollar amount into the equation below, you can compute your financial need.

Cost of Education
— Family Contribution
= Financial Need

Cost of Education.
The cost of education differs greatly from institution to institution. In general, state-supported institutions are less expensive than independent institutions.

Most college catalogs include cost information. The full cost of school must include direct costs such as tuition, fees, books, and supplies as well as indirect or living costs (room and board, transportation, and personal expenses). The following table gives average costs for a nine-month academic year for both public and independent institutions in Washington. The table assumes the student is living off campus in an apartment.

Sample Budgeted Expenses

	2-year Public Community College	4-year Public Regional	4-Year Public Research	4-Year Independent
	$	$	$	$
Direct	780	1317	1797	8287
Indirect*	5960	5960	5960	5960
Total	6740	7277	7757	14247

**Indirect educational expense estimate is based on Washington Financial Aid Association approved costs. Actual costs may vary by institution. For students living at home and commuting, indirect expenses will be slightly less than the averages shown.*

The primary responsibility for paying for college rests with you and your family. There is not enough federal or state aid to help everyone, so it is important to reserve it for those people who could not go to college without it.

Your family's income and assets are evaluated in the financial aid process to determine your family's contribution toward your education. The dollar difference between the cost of your education and your family's contribution can be met with grants, loans or work-study.

Most colleges rely on calculations of family contribution performed by a nationwide need analysis service such as College Scholarship Service (CSS), or the American College Testing Service (ACT).

The need analysis servicer uses the data from the financial statements completed by you and your parents to calculate family contribution. This calculation is then sent to the colleges, where it is used in making financial aid awards.

Financial Need.
Financial need is the result of taking what your family can contribute and comparing it to the cost of your education. If your family contribution is equal to or more than the cost to attend, you receive no need-based assistance. If your family contribution is less than the cost of education, you have a need for financial assistance.

Calculating Financial Aid Need.
For example, if a student attends a 4-year public regional institution in Washington, the cost would be approximately $7,277 for one academic year. In this example, we will assume the family contribution calculated by CSS is $4,000. The difference of $3,277 is the student's documented need for assistance.

Cost of Education	$7,277
-Family Contribution	4,000
Need	$3,277

The college financial aid office will **try** to come up with a combination of financial aid to equal $3,277.

If the same student attends an independent college in Washington costing $14,247, the need would equal $10,247.

Cost of Education	$14,247
-Family Contribution	4,000
Need	$10,247

Based on this equation, the college financial aid office will **try** to come up with a combination of financial aid equal to $10,247.

Packaging.
When your need for financial aid has been determined, the financial aid officer trys to meet that need by offering a combination of aid types. Usually the "package" of aid types will include some grants, part-time work, and loan. (See Kinds of Aid).

APPLYING for STUDENT ASSISTANCE

Since your family's financial situation can change from year to year, financial aid must be applied for annually.

To be considered for aid, you should contact the financial aid office of the college you plan to attend as early as the fall term prior to the year you hope to receive aid.

You should always keep copies of the forms you submit to the school, governmental entity, or lender as part of the financial aid process. This will make it easy to resubmit the required information if a form is lost in the mail.

Students should keep in touch with the financial aid office where they are applying for aid. Most problems arise when communications break down and deadlines are missed. The school would prefer that you call too often rather than not hear from you at all.

If you do not qualify for aid one year, you should still apply the following year, especially if the family's financial situation has changed (a brother or sister now in college, a change in parent's work situation, etc.). You may qualify for a new financial aid program that did not even exist the previous year.

An early application is critical because financial aid funds are limited. Ideally you should begin your financial aid application the January before the start of the fall quarter of the academic year you plan to begin attending.

APPLICATION CHECKLIST

- ❑ **1. Consider which school best fits your needs.**

- ❑ **2. Select schools.**
  You may wish to apply for admission for more than your first choice school.

- ❑ **3. Talk with a financial aid administrator or high school counselor about financial aid.**

- ❑ **4. Contact the school about financial aid application procedures.**
  Pay special attention to preferred application dates and deadline dates. Find out which family financial statement form the college prefers from the high school counselor or the college financial aid office. The most commonly used financial statement forms are designed by the College Scholarship Service (CSS) and the American College Testing Service (ACT).

- ❑ **5. Complete the school's financial aid application form.**
  Request an institutional financial aid application from the college(s) under consideration. Fill out the form. The institutional application usually is mailed back to the institution. (Some institutions require completion of this form, others do not.)

❑ **6. Complete the family financial statement form.**

As soon as the family has filed its federal income tax return, use the information on the return (and others as necessary) to complete the family financial statement form. The relevant tax return is the one for the most recently completed calendar year prior to the college term for which aid is requested. For high school seniors, the financial statement should be filled out as soon as the family's income tax form is complete for the year including the fall term of the student's senior year. If your family has unusual delays in filing their tax return, contact the financial aid office for advice. Complete, sign, mark release questions, include a check for the processing fee and send the financial aid application directly to the processor.

❑ **7. CSS or ACT will prepare a financial need analysis.**

CSS/ACT will use data from the family's financial statement form to prepare a financial need analysis. You should complete the form, indicate the college(s) where you want the financial need analysis sent and mail per the instructions on the form. Be sure to keep a copy. CSS or ACT will send your family a summary of the results following completion of the analysis.

❑ **8. Apply for a Federal Pell Grant.**

(See Federal Programs, Page 17.)

CSS or ACT financial statements include a question asking if you want the data sent to the Pell grant processor. Simply check yes to this question, and CSS or ACT will forward the necessary information. If you do not use CSS or ACT, you should submit an Application for Federal Student Aid (AFSA) to the federal government's contractor for Pell grants. A high school counselor or college financial aid officer should have AFSA forms.

❑ **9. Receive Pell Grant Student Aid Report** (SAR).

❑ **10. Review SAR for accuracy.**

When you receive a summary statement from the Pell processor, called a Student Aid Report (SAR), you should review it for accuracy. Follow instructions for making corrections and return the form to the Pell processor. Keep a copy of the corrected form.

❑ **11. Photocopy SAR; send original to the college.**

❑ **12. Apply for private scholarships.**
Do your own research to discover private scholarships you can apply for. Good sources of information include the public library, student financial aid offices and high schools (keep copies of applications).

❑ **13. Watch your mail for letters from the financial aid office.**
Correct and send back any requested information immediately.

❑ **14. Receive award letter from college.**
You'll receive a college award offer when colleges finish working with the financial analysis sent by CSS or ACT and with the Pell grant SARs you have sent them. They will notify you of the types of aid they can offer.

❑ **15. Accept or reject the aid offer.**
If accepting the offer, sign and return the award letter to the college and keep a copy. If rejecting the offer, let the school know right away so the financial aid can be offered to other applicants.

❑ **16. Complete forms associated with the award.**
The school will send you any additional forms (for example: a promissory note for a loan) it needs to process the request for financial aid. Complete them promptly and return, keeping copies.

❑ **17. Check on financial aid disbursement dates at your school.**

❑ **18. Notify the school of any change in enrollment plans.**

❑ **19. Complete enrollment/registration procedures at the college.**
To receive aid you must enroll for and complete a specified number of credits. Read your school's satisfactory progress policy.

❑ **20. Report private scholarships.**
You must report private scholarships you have received to the financial aid office.

❑ **21. Notify the aid office of any family financial changes.** If your family financial situation changes either for the better or the worse during the year, you should inform the financial aid office. You will have to provide additional documentation to be considered for more aid, but schools may be able to provide additional assistance if funds are available.

❑ **22. Receive financial aid disbursement.**

❑ **23. Make satisfactory progress.**
It is your responsibility to study hard, earn good grades, and make at least satisfactory progress, as defined by the school. Make sure you understand your school's satisfactory progress policy.

❑ **24. Remember to reapply for assistance.**
You must reapply for assistance each year you continue in school. You can do this the January prior to the start of the next year.

❑ **25. Call, write or ask your financial aid administrator if questions arise at any point in the process.**

FINANCIAL AID HANDBOOK

KINDS OF AID

Financial Aid Programs Offered in Washington State. Student financial aid may be grouped into the following categories:

Conditional Scholarship. An award given as a gift with certain conditions to be met. If the conditions are not met the scholarship becomes a loan.

Scholarships, tuition exemptions or grants. These are gifts and require neither repayment nor performance of a service.

Service awards. Such awards are based on a service which the student renders for the college, as in athletics or music.

Employment. Part-time jobs are often available for students who need to earn money to apply against college costs and for those who choose to work even though they have adequate financial resources. In some colleges, cooperative work-study programs are arranged so that the student alternates periods of work with academic terms.

Loans. Loans are available from such sources as state and federal governments, educational foundations, industrial organizations and private lending agencies such as banks and savings and loan foundations. Student loans are different from other types of aid in that they must be repaid, usually with interest.

In the discussion of aid programs which follows, the programs are grouped according to their primary source of funds (state, federal or institutional).

STATE PROGRAMS

Washington State Need Grant Program.

Especially designed for Needy or Disadvantaged Residents

The Washington State Need Grant Program was originally authorized in 1969. The premise of the State Need Grant (SNG) program is that while the burden of financing a postsecondary education is primarily a parental or personal responsibility, no Washington resident should be denied postsecondary educational access for financial reasons. The purpose of the program is to assist needy or disadvantaged residents who enroll at one of Washington's public or private two-year, four-year or vocational-technical institutions; or selected proprietary schools. The focus of the program is to provide aid directly to eligible students to meet educational expenses.

To be eligible for the program you must show financial need, be admitted or enrolled at a participating institution, and may not be pursuing a degree in theology. You are considered for the grant by the institution if you make a full financial aid application.

Funding for the State Need Grant program is provided through two sources: state appropriations and matching monies from the federal government through its State Student Incentive Grant program. In the most recent year for which statistics are available, approximately 16,000 students benefited from over 12.8 million dollars in assistance from this program.

The Washington State Work-Study Program.

This program offers financial aid to needy students through part-time employment.

The 1974 State Legislature authorized the establishment of a State Work-Study Program. The purpose of the program is to provide financial assistance to needy students by stimulating and promoting their part-time employment. An equally important goal is the relationship of employment to the student's curriculum or career. The program provides employment opportunities for needy students attending Washington State public or private institutions of postsecondary education. The state reimburses the employer for a major share of the wages. Wherever possible, employment will be related to the student's academic pursuits or area of career interest, with awarding priority given to Washington residents. Employment may not include activities associated with a religious organization or be of a partisan political nature.

To participate in this program you must be enrolled at least half-time as defined by the institution and may not be pursuing a degree in theology. Institutions may place priority in job placement on full-time students, consistent with awarding practices for other financial aid programs. The program is available to undergraduate, graduate, or professional students.

Application for this program is automatic upon your application for financial aid at the institution. Information about necessary application forms, closing dates, and other pertinent information may be obtained at the financial aid office at the institution of your choice.

Funding for the program is provided primarily through state appropriations. In selected community service job employment programs, state money is matched by the federal government through its State Student Incentive Grant program. In the most recent year for which statistics are available, approximately 5,000 students earned over 13 million dollars (including the employers share) to help meet educational costs.

Washington Scholars Program.

The purpose of the program is to recognize and honor the accomplishments of three high school seniors from each legislative district; encourage and facilitate privately funded scholarship awards, and stimulate recruitment of outstanding students to Washington public and private colleges and universities.

Eligible students representing the top one percent of the senior class are nominated by the high school principals based upon academic accomplishments, leadership, and community service.

Scholars attending a Washington public college or university receive a full tuition and fee waiver for undergraduate studies.

Scholars attending a Washington independent college or university receive a grant that is matched by the school on a dollar for dollar basis.

The benefits of the program include recognition of outstanding graduating seniors, stimulates recruitment to Washington public and private colleges and universities, stresses importance of educational excellence, recognizes leadership and community service activities in addition to academic achievements, and provides financial assistance for undergraduate studies.

Conditional Scholarships/Loan Programs

Future Teachers Conditional Scholarship Program. This state scholarship was established to recruit future teachers from students who have distinguished themselves through outstanding academic achievement and students who can act as role models for children including those from targeted ethnic minorities. The $3,000 scholarships are renewable for up to five years and require a ten year Washington public school teaching commitment or repayment of the scholarship plus interest. This is a non-need based program and requires a separate application. Applications are available at high schools and participating colleges the January prior to the academic year for which the applicant wishes to be considered.

Nurses Conditional Scholarship. This is a state scholarship program to encourage qualified individuals to serve in nursing shortage areas. Recipients agree to nurse in a state defined shortage area for five years or repay the scholarship plus interest. The renewable scholarship pays the cost of attendance for the nursing program, up to $3,000 per year. This is a non-need based program. A separate application available from participating institutions with nursing programs is required. Applications are available the January prior to the academic year for which the applicant wishes to be considered.

Teacher Incentive Loan for Mathematics and Science. The Math-Science Loan program provides need-based loans of up to $2,500 per year to students who intend to teach math or science at the middle or secondary level. Applicants must be declared majors in math or science who have been accepted into a program of teacher preparation. The loan is cancelled for recipients who teach math or science for ten years in Washington's public middle or secondary schools; otherwise it must be repaid with interest over a ten year period. This is a need-based program. In addition to a standard financial aid application, a separate application available from participating institutions, must be completed.

State Exchange Programs

Western Interstate Commission for Higher Education (WICHE) Professional Student Exchange Program. This is a program for optometry students, providing state support to needy Washington residents enrolled in out-of-state optometry programs. Contact the HECB directly for information and application.

Western Interstate Commission for Higher Education (WICHE) Regional Graduate Program. WICHE Regional Graduate programs are distinctive master's and doctoral programs in which qualified Washington residents may enroll at reduced tuition rates in out-of-state programs not offered in Washington state. Programs are primarily in the science and liberal arts rather than in the professional fields. Contact the HECB directly for information and applications.

OTHER STATE PROGRAMS

Tuition Waiver Program. The 1971 State Legislature created the Tuition and Fee Waiver program enabling public two- and four-year colleges and universities to waive all or part of the tuition and fees of needy or disadvantaged students from revenue generated by tuition and fees.

Recipients of Tuition and Fee Waivers must be Washington residents, and application is automatic when you apply for financial aid from the public Washington state institution of your choice. In the most recent year for which statistics are available, more than 6,000 students received approximately 3.4 million dollars in the program, with an average waiver being worth $523.

In addition, a number of other tuition waivers exist at each institution. These may have additional eligibility criteria attached. Information about necessary application forms, closing dates, and other pertinent information may be obtained by contacting the financial aid officer at the institution of your choice.

FEDERAL PROGRAMS

Pell Grant

- **Grant-no repayment**
- **For undergraduates only**
- **Usually limited to 5 full years of study**

The Higher Education Amendments of 1972 created the Basic Educational Opportunity Grant program to provide financial assistance to students with need. The Higher Education Amendments of 1980 renamed it the Pell Grant Program.

Eligibility is determined by a formula developed by the U.S. Department of Education which is approved annually by the U.S. Congress. The formula takes into account the financial information supplied on the grant application and the cost of attending the institution selected by the student. To apply for a Pell Grant, an individual must be an undergraduate student in an approved postsecondary educational institution (college or university, vocational/technical school, hospital school of nursing and/or other postsecondary institution) and be a citizen or permanent resident of the United States. The student must maintain satisfactory grades. Students with a bachelor's degree are not eligible.

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Two ways to apply for the Pell Grant:

1. Application for Federal Student Aid.
You may obtain a Pell Grant application (known as the Application for Federal Student Aid) from your high school counselor or financial aid directors at public or independent colleges, proprietary schools, vocational schools, technical schools and hospital schools of nursing.

The application for Federal Student Aid must be filled out carefully. Financial and other requested information is kept confidential. The completed form should be mailed as soon as possible to the central processor's address on the application. The processor determines your eligibility at no charge and notifies the student in four to six weeks.

Notification of Pell Grant eligibility is sent directly to you via a three-part Student Aid Report (SAR). The SAR must then be sent to the institution you wish to attend. The institution will calculate the amount of the Pell Grant and also will attempt to put together a package of additional grant, loan and work assistance funds to meet your need. Copies of the SAR may be sent to more than one institution.

2. National Need Analysis Services.
An alternative method of applying for a Pell Grant is provided by the College Scholarship Service, the American College Testing Program and other similar services. At your request, these services can send the necessary family financial information to the Pell Grant offices for determination of student eligibility. Forms and additional information may be obtained from the college financial aid officer and from high school counselors.

Supplemental Educational Opportunity Grant

- **Grant-no repayment**
- **For undergraduates only**
- **Campus-based program**
- **Amount of award based on need and availability of funds**

The Higher Education Amendments of 1972 also enacted the Supplemental Educational Opportunity Grant Program. This program provides assistance for qualified undergraduate or vocational students enrolled at least half-time in an educational institution provided they are citizens or permanent residents of the United States, show financial need, meet the academic and other requirements of the chosen college. A portion of the SEOG funds may be allocated for less than half-time students. Graduate students are not eligible. For students enrolled in a four-year program, the maximum award for an academic year is $4,000 with no aggregate limit. You will be considered for this grant when you make a full application for financial aid.

College Work-Study Program

- **Provides jobs to earn money for school**
- **For undergraduate and graduate students**
- **Campus-based program**
- **Amount of award based on need and availability of funds**

The College Work-Study Program provides employment for financially needy students to help meet educational expenses. Students may be employed by the educational institution or by public or independent nonprofit agencies in the community. Funds for the program are provided by the federal government and the educational institution or other employing agency.

Students who participate in the program must maintain good academic standing. They must be citizens or permanent residents of the United States, show need for financial assistance, and be accepted for enrollment or enrolled at least half-time as a graduate, undergraduate or vocational student in an approved postsecondary educational institution. At the discretion of the institution, 10 percent of the CWSP funds may be used for less than half-time students. The institution's director of financial aid determines which students may be employed under the program.

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Perkins Loan Program

(formerly the National Direct Student Loan Program and earlier known as the National Defense Student Loan Program).

- **Loan-must be repaid**
- **For undergraduate and graduate students**
- **Campus-based program**
- **Amount of loan based on need and availability of funds**

Long-term, low-interest loans are available through this program for financially needy students. Each borrower must be a citizen or permanent resident of the United States and be enrolled or accepted for enrollment at the undergraduate, graduate or professional level. Program participants must be registered at least half-time, show need for funds, and maintain good academic standing as determined by the institution.

The student loan during the first two years of undergraduate study or vocational school may not exceed $4,500. For college juniors and seniors the maximum loan limit is $9,000, including amounts borrowed during the first two years of study. Maximum loans of $18,000 are available for graduate or professional students, including loans made at both the undergraduate and graduate level. The amount of the individual loan is based on the student's financial need as well as availability of funds at the institution.

Repayment time is normally 10 years, beginning six months after the student's course work is complete or the student drops below half-time enrollment status. There is no interest charged while the student is in school, but the loan draws 5 percent interest beginning six months after the student leaves school or drops below half-time enrollment. Under certain circumstances a portion of the loan may be cancelled for designated public service.

You will be considered for this loan when you make a full application for financial aid.

Paul Douglas Teachers Scholarship Program

- **Scholarship which requires teaching service or must be repaid**
- **Requires student to be in top 10% of high school class**

The Paul Douglas Teachers Scholarship Program was created by the federal government in 1984 to enable and encourage outstanding high school graduates to pursue teaching careers at the pre-school, elementary, or secondary level. The program is administered by the Washington Higher Education Coordinating Board.

An eligible scholar may receive an award of up to $5,000 for each academic year, not to exceed four years, provided he/she maintains a 3.0 GPA on a 4.0 scale. Washington residents who graduated in the top 10 percent of their high school class, or received a comparable score on their GED examination, and who are enrolled full-time at a school offering an approved teacher education program may qualify for this scholarship. Applicants must have graduated in the top 10-percent of their high school class. An excellent academic record, a statement of commitment and a recommendation all play a part in the selection process.

Students must teach at least two years for each year's scholarship or repay the scholarships plus interest (now set at 10.54 percent). Interest is capitalized. The annual minimum repayment amount is $1,200 or the unpaid balance, whichever is less, over a 10-year period.

This is a non-need-based program. Applications are available from the financial aid office or high school counselor in January prior to the year of enrollment.

Stafford Loans

(formerly Guaranteed Student Loans)

- **Loan-must be repaid**
- **For undergraduate and graduate students**
- **Borrowers must be enrolled at least half-time**
- **Borrowers may have to apply for a Pell Grant**

Students must qualify for Stafford Loans on the basis of financial need. The Higher Education Act of 1965 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions, and insurance companies. Under the Stafford Loan Program, the educational institution provides a statement of charges for tuition and fees, room and board, books and personal expenses, and certifies that the student is enrolled in good standing or accepted for enrollment. The institution also certifies that the student is meeting and maintaining its grade and other requirements for financial aid and that the student is a citizen or permanent resident of the United States. The student is responsible for determining the lending institution. Annual and aggregate limits for the Stafford Student Loans are on the following page.

Four maximum interest rates are in effect in the Stafford Student Loan Program. Students having an outstanding balance on Stafford Student Loans made at 7 percent interest as of January 1, 1981 may continue to receive these loans at a maximum of 7 percent. New Stafford borrowers after January 1, 1981 received loans at 9 percent and continue to borrow at a maximum of 9 percent. New borrowers after September 13, 1983 received loans at a maximum of 8 percent. New borrowers after July 1, 1988 will receive loans carrying a maximum of an 8 percent interest rate during the first four years after loan disbursement, but at a maximum of 10 percent during the rest of the repayment period. Repayment on Stafford Student Loans made to new borrowers after January 1, 1981 begins six months after the student is no longer enrolled at least half-time. While the borrower is a student, interest is paid by the Federal Interest Subsidy Program. Interest subsidy ceases after the six-month grace period.

Stafford Student Loans may be made only by eligible Stafford lenders to students attending eligible Stafford postsecondary institutions. It is the student's responsibility to contact eligible lenders who will determine whether or not to make the loan, depending on the risk involved. Applications and information about Stafford Student Loans may be acquired through the financial aid office at the participating institution the student plans to attend. The office can also assist students in finding a lender.

Lenders of Stafford Student Loans are required to charge a 5 percent origination fee on each loan. The 5 percent fee will be deducted from the proceeds of the loan and is in addition to any loan guarantee fee charged by the guarantor of the loan.

Repayment of Stafford loans begins six months after the student ceases to be enrolled at least half-time. The minimum payment per month is $50, and the loan must be repaid in 10 years.

Stafford Loans

Annual Loan Limits

Student Category	Limits
Undergraduates	
First two years	$2,625/12-month year
Jr./Sr. years	$4,000/12-month year
Graduates and professional students	$7,500/12-month year

Aggregate Limits

Undergraduates	$17,250
Graduates and professional students	$54,750 (including undergraduate amounts)

Repayment by the Secretary of Defense. Under certain circumstances, military personnel may have a portion of loans repaid by the Secretary of Defense. For information about this repayment program, contact:

Commander
Military Personnel Center
DAPC-PLP
Alexandria, Virginia 22332

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PLUS Loans and Supplemental Loans for Students.

The Higher Education Amendments of 1980 authorized loans to parents of dependent undergraduate students through the then GSLP now Stafford Loan. The program is known as Parent Loans to Undergraduate Students and Supplemental Student Loans (PLUS/SLS). The interest rate on PLUS/SLS loans is adjusted each year and there is no federal subsidy of the interest while the student is in school. Borrowers must begin repaying the loan within 60 days after the loan is disbursed, unless the lender agrees to let the interest accumulate until the deferment ends. For the 1988-89 award year the interest rate was 10.45-percent.

The parent is responsible for finding an eligible lender in the Stafford Loan Program willing to assume the risk of a PLUS/SLS loan. Applications may be obtained through financial aid offices at schools and colleges, lenders or the Washington Guaranteed Student Loan Corporation.

PLUS/SLS PROGRAM

Annual Loan Limits	
Category:	
Parent of undergraduate	$4,000(per undergraduate)
Financially independent undergraduate	$4,000(excluding GSL amounts)
Graduate or professional student	$4,000 (excluding GSL amounts)
Aggregate Limits	
Parent of undergraduate	$20,000(for each undergraduate)
Financially independent undergraduate	$20,000 (excluding GSL amounts)
Graduate or professional student	$20,000 (excluding GSL amounts)

The U.S. Congress is currently considering several changes in the Stafford Student Loan Program to reduce the cost to the federal government. The office of financial aid at any participating institution can supply information on changes in the program after this booklet is published.

OTHER FEDERAL PROGRAMS

"Cold War G.I. Bill." Veterans and members of the armed forces who have served more than 180 days of active duty since January 31, 1955 may receive funds for educational expenses. The amount of these benefits depends on the student's academic load. The Veterans Administration can supply information about this program.

Veterans Administration Benefits. The Veterans Administration provides a wide range of educational allowances for the student whose deceased parent was a veteran. Allowances are also available for the student whose parent was disabled either while on duty or as a result of service in the U.S. Armed Forces. Information concerning these grants is available from local offices of the Veterans Administration or from American Legion Posts or American Legion Auxiliary Units.

Health Profession Financial Aid. Some federal assistance is available specifically for the health professions. Contact the school you are planning to attend for more details.

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INSTITUTIONAL PROGRAMS

Colleges and universities sponsor financial aid programs that may be in the form of gift aid, work-study aid or loans. These programs vary from institution to institution since they are established by the governing board of each school. Some programs may be administered through the financial aid office; others may be handled by departments within the institution. For information about these programs, contact the student financial aid officer and the dean of the relevant department (English, Biology, Business, etc.).

OTHER OPTIONS

Although the college financial aid officer is the primary source of financial aid information, financial aid information is available through other sources.

You can contact the dean of the college in which you plan to enroll to find out if there are scholarships available in your particular line of study. It is important not to overlook local opportunities to compete for scholarships through fraternal organizations, community sponsored groups or religious affiliations.

Many commercial companies offer computer-assisted financial aid research for a fee. This information can be expensive and may not offer anything more than is available through sources such as the public library and the office of financial aid at any college or university. A scholarship bibliography is available by writing directly to this agency: Student Financial Aid, Higher Education Coordinating Board, Financial Aid Division, 917 Lakeridge, Olympia, WA 98504.

FINANCIAL AID HANDBOOK

COMMONLY USED ACRONYMS

This section will help you decipher the many acronyms used to refer to student financial aid programs. The following listing also cross-references the sections of this handbook relevant to each financial aid program.

ACT American College Testing Program. See A Vocabulary List, page 35.

ALAS Auxiliary Loans to Assist Students, now called Supplemental Loans to Students. See Federal Programs, page 28.

BEOG Basic Educational Opportunity Grant, now called the Pell Grant. See Federal Programs, page 21.

CSS College Scholarship Service. See A Vocabulary List, page 37.

CWSP College Work-Study Program. See Federal Programs, page 23.

GSL Guaranteed Student Loan, now known as the Stafford Loan Program. See Federal Programs, page 26.

HECB The Higher Education Coordinating Board in Washington State. See A Vocabulary List, page 39.

NDSL National Direct Student Loan, formerly the National Defense Student Loan, now called the Perkins Loan. See Federal Programs, page 24.

PELL The federal grant that forms the basis of most aid offers. Formerly known as the Basic Educational Opportunity Grant (BEOG). See Federal Program, page 21.

PLUS Parent Loans to Undergraduate Students. See Federal Programs, page 28.

SAR The Student Aid Report which indicates eligibility for the PELL grant.

SEOG Supplemental Educational Opportunity Grant. See Federal Programs, page 23.

SLS Supplemental Loans to Students, previously called Auxiliary Loans to Assist Students. See Federal Programs, page 28.

SNG State Need Grant Program. See State Programs, page 15.

SWS State Work-Study Program. See State Programs, page 16.

FINANCIAL AID HANDBOOK

A VOCABULARY LIST

Certain words, when used to describe financial aid activities, have special meanings. The following brief vocabulary list can help you and your family become familiar with the more commonly used financial aid terms:

ACT. American College Testing Program, one of the nationwide, centralized services that analyze a family's financial condition to determine the family's ability to pay all or part of a child's college expenses. ACT uses the Family Financial Statement (FFS) to collect financial data from a student's family.

Assets. Savings and checking accounts, home or business value, stocks, bonds, money market funds, mutual funds, real estate, trust funds, etc. Cars are not considered assets, nor are possessions such as stamp collections or musical instruments.

Award letter. A letter sent from an institution's financial aid office to a student indicating the kinds and amounts of financial aid being held in reserve for that student. The student is expected to sign and return the form to accept the offer of financial aid.

Campus-based program. A financial aid program authorized by state or federal law where the institution of higher education administers the aid funds. SEOG, CWSP, and Perkins Loans are federal campus-based programs.

Citizen/Eligible Non-Citizen. You must be one of the following to receive federal student aid:

U.S. citizen
U.S. national
U.S. permanent resident who has an I-151 or I-551
(Alien Registration Receipt Card)

If you're not in one of these categories, you must have a Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:

"Refugee"
"Asylum Granted"
"Indefinite Parole" and/or "Humanitarian Parole"
"Cuban-Haitian Entrant, Status Pending"
"Conditional Entrant:
(valid only if issued before April 1, 1980)
Other eligible non-citizen with a Temporary Resident Card (I-688)

Also, you're eligible for federal student aid if you have a suspension of deportation case pending before Congress.

If you're in the U.S. on an F1 or F2 student visa only, or on a J1 or J2 exchange visitor visa only, you cannot get federal student aid.

NOTE: *Only citizens and non-citizen nationals can receive a GSL, PLUS, or SLS for study at a foreign institution.*

Residents of Palau are eligible for all the federal student aid programs mentioned in this booklet. Some residents of the Federated States of Micronesia and the Marshall Islands may be eligible for Pell Grants, Supplemental Educational Opportunity Grants (SEOG's), or College Work-Study only. These residents should check with their financial aid administrators.

CSS. College Scholarship Service, a nationwide, centralized service of the College Board which analyzes a family's financial condition to determine the family's ability to pay for all or part of a child's college expenses. CSS uses the Financial Aid Form (FAF) to collect financial data from a student's family.

Conditional Scholarship. A type of assistance given as a scholarship with certain conditions to be met. If conditions are not met the scholarship becomes a loan.

Congressional Methodology. A federal formula used to take family income and asset information and convert it into an estimate of the family contribution to cover college costs.

Cost of education. An estimate of the costs facing a student at a particular college for an academic period. The estimate includes both direct educational costs (tuition, fees, books and supplies) and indirect costs (room and board, transportation and personal expenses). This information should be available in the school catalog.

Default. Failure to repay a student loan according to the terms agreed to when you signed a promisory note. If you default on a student loan, your school, lender, state, and the federal government all can take action to recover the money. Default may affect your future credit rating, and you won't be able to receive additional federal aid or a deferment of your loan repayments if you decide to return to school. Also, you may be liable for expenses incurred in collecting the loan. Finally, the Internal Revenue Service may withhold your income tax refund so that your loan will be repaid.

Exemption. A special waiver of tuition and/or fees upon a student's registration for college. Most Washington schools award a majority of their exemptions or waivers based on need. Schools also have discretion over some waivers and may use them to assist selected groups of students, for example, international students.

Exit Interview. A counseling session you must attend before you leave your school if you have any of the loans described in this booklet. At this session, your school will give you information on the average amount borrowers owe, the amount of your monthly repayment, and information about deferment, refinancing, and loan consolidation options.

Family contribution. The amount a family may reasonably be able to contribute to a child's education beyond high school. CSS and ACT are nationwide services that determine the family contribution after analyzing financial data provided by the family.

Financial aid application. A form provided by financial aid offices at institutions of higher education. Some financial aid offices use only CSS or ACT financial aid application forms; others use both an institutional financial aid application and a CSS or ACT form. Students should contact the financial aid office of their prospective college to learn about specific application requirements. **Use the list of addresses and postcard located at the back of this publication to request an application.**

Financial aid office. An office at each institution of higher education available to counsel students on financial aid, to determine student financial need and eligibility for financial aid, and to develop a financial aid package for a student. It serves as a clearinghouse for most types of financial aid and provides applications for most of the financial aid programs.

Financial aid package. A combination of financial aid programs tailored to the eligible student's particular family circumstances and financial need. A financial aid package may include only one type of aid, such as grants, or multiple types of aid - grants, loans and employment. Financial aid offices send the student an award letter describing the financial aid package being offered.

Financial aid transcript. A record of the Department of Education student aid you've received. If you received federal student aid and you transfer, you must request that your old school(s) send your financial aid transcript to the school you'll be attending. If your new school doesn't receive a financial aid transcript from the old one(s), you won't receive aid from Department of Education programs.

Financial need. An amount determined by subtracting the family contribution from the cost of an education. Most financial aid awards are based on need, wherein no student can receive more aid than he or she qualifies for using this method of calculation.

Grants. A form of gift aid which does not have to be repaid. Grants are generally awarded on the basis of financial need, although some have academic requirements as well.

Guarantee agency. The organization that administers the Stafford, PLUS, and SLS programs in the state. The federal government sets loan limits and interest rates, but each state is free to set its own additional limitations, within federal guidelines.

Half-Time. You must be attending school at least half-time to be eligible to receive a Stafford Loan, a PLUS Loan, or a SLS Loan. Half-time enrollment is not a requirement to receive aid from the campus-based programs.

At schools measuring progress by credit hours and academic terms (semesters, trimesters, or quarters), "half-time" means at least 6 semester hours or quarter hours per term. At schools measuring progress by credit hours but not using academic terms, "half-time" means at least 12 semester hours or 18 quarter hours per year. At schools measuring progress by clock hours, "half-time" means at least 12 hours per week. Note that schools may choose to set higher minimums than these. Also Stafford, PLUS, and SLS requirements may be slightly different.

Higher Education Coordinating Board. One function of the Board is to act as the state agency responsible for administering all state and selected federal student financial aid programs in Washington State.

Institution. The generic word used to describe all facilities of higher education, whether universities, colleges, vocational education institutions, or other campuses teaching postsecondary courses. In this booklet the words "school," "college" and "institution" are used interchangeably with the same meaning.

Loans. Money loaned to a student or the student's parents for educational purposes, usually at a set interest rate. Loans must be repaid. Lenders include schools, banks or credit unions, and state agencies. Repayment on some loans does not begin until after a student leaves school or graduates.

Need analysis service. Nationwide service agencies, such as CSS and ACT, that analyze a family's ability to meet college costs.

Promissory note. The legal document you sign when you get a student loan. It lists the conditions under which you're borrowing and the terms under which you agree to pay back the loan.

Satisfactory progress. To be eligible to receive federal student aid, you must be maintaining satisfactory academic progress. If you're enrolled in a program that is longer than 2 years, the following definition of satisfactory progress applies to you: You must be maintaining a "C" average by the end of your second academic year of study, or have an academic standing and credit completion consistent with your institution's graduation requirements. You must continue to maintain satisfactory progress as defined by the institution for the rest of your course of study. State programs have similar requirements.

If you're enrolled in a program that is shorter than 2 years, you must meet your school's written standard of satisfactory progress. Check with your school to find out what that standard is.

Scholarship. Aid which does not have to be repaid and which is usually awarded on the basis of academic or other special talent.

Stafford Loan. Formerly the Guaranteed Student Loan. A federally subsidized, low interest, need-based loan. Requires approval of eligibility by the institution and a separate application processed through a lending institution.

State Tuition Waiver. A form of aid for needy Washington residents which covers a portion of their full tuition and fees.

Statement of Educational Purpose. You must sign this statement in order to receive federal student aid. By signing it, you agree to use your student aid only for education-related expenses. The Student Aid Report (SAR) contains such a statement. You must sign either this one or a similar one prepared by your school.

Statement of Registration Status. If you are required to register with the Selective Service, you must sign a statement indicating you have done so before you can receive any federal student aid. This requirement applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens, and are not currently on active duty in the Armed Forces. (Permanent residents of the Federated States of Micronesia, the Marshall Islands, or Palau are exempt from registering.) The Student Aid Report contains a statement of registration status.

Student Aid Index (SAI). The number that appears on your Student Aid Report (SAR) telling you about your Pell Grant eligibility. The SAI is the result of a series of calculations based on the information you reported when you applied for federal student aid.

Waiver. An arrangement whereby a school allows a nonresident student to register by paying the resident tuition rate. For instance, an out-of-state or foreign student working as a teaching assistant at a public college or university in Washington may be allowed to pay in-state tuition.

Washington Student Loan Guaranty Association (WSLGA). The agency located in Washington State which guarantees the Stafford, PLUS and SLS loans.

Work-study. A part-time job arrangement for needy students. The federal College Work Study Program provides these job opportunities for students. The State Work Study Program also provides these opportunities with placement linked to career or academic interests.

FINANCIAL AID HANDBOOK

PARTICIPATING INSTITUTIONS

Each institution eligible to participate in state-sponsored financial aid programs is listed alphabetically under its appropriate classification.

IMPORTANT NOTE: *You can use the postcard on the back page of this publication to request a complete financial aid application from the student financial aid office at the institutions you are considering attending.*

Public Colleges and Universities

Central Washington University
Ellensburg, WA 98926
509-963-1111

Eastern Washington University
Cheney, WA 99004
509-359-6200

The Evergreen State College
Olympia, WA 98505
206-866-6000

University of Washington
Seattle, WA 98195
206-543-2100

Washington State University
Pullman, WA 99164
509-335-3564

Western Washington University
Bellingham, WA 98225
206-676-3000

Public Community Colleges

Bellevue Community College
3000 Landerholm Circle SE.
PO Box 92700
Bellevue, WA 98009-2037
206-641-0111

Big Bend Community College
28th & Chanute Sts
Moses Lake, WA 98837
509-762-5351

Centralia College
600 W Locust St
Centralia, WA 98531
206-736-9391

Clark College
1800 E McLoughlin Blvd
Vancouver, WA 98663
206-694-6521

Columbia Basin College
2600 N 20th
Pasco, WA 99301
509-547-0511

Edmonds Community College
20000 68th Ave W
Lynnwood, WA 98036
206-771-1500

Everett Community College
801 Wetmore Ave
Everett, WA 98201
206-259-7151

Grays Harbor College
Aberdeen, WA 98520
206-532-9020

Green River Community College
12401 SE 320th St
Auburn, WA 98002
206-833-9111

Highline Community College
PO Box 98000
Des Moines, WA 98198-9800
206-878-3710

Lower Columbia College
1600 Maple St
PO Box 3010
Longview, WA 98632-0310
206-577-2300

North Seattle Community College
9600 College Way N
Seattle, WA 98103
206-527-3600

Olympic College
16th & Chester
Bremerton, WA 98310-1699
206-478-4506

Peninsula College
Port Angeles, WA 98362
206-452-9277

Pierce College
9401 Farwest Dr SW
Tacoma, WA 98498
206-964-6500

Seattle Central Community College
1701 Broadway
Seattle, WA 98122
206-587-3800

Shoreline Community College
16101 Greenwood Ave N
Seattle, WA 98133
206-546-4101

Skagit Valley College
2405 College Way
Mount Vernon, WA 98273
206-428-1261

South Puget Sound Community College
2011 Mottman Rd SW
Olympia, WA 98502
206-754-7711

South Seattle Community College
6000 16th Ave SW
Seattle, WA 98106
206-764-5300

Spokane Community College
N 1810 Greene St
Spokane, WA 99207
509-536-7000

Spokane Falls Community College
W 3410 Fort George Wright Dr
Spokane, WA 99204
509-459-3500

Tacoma Community College
5900 S 12th St
Tacoma, WA 98465
206-566-5000

Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362
509-522-2500

Wenatchee Valley College
Wenatchee, WA 98801
509-662-1651

Whatcom Community College
237 W Kellogg Rd
Bellingham, WA 98226
206-676-2170, 384-1541

Yakima Valley Community College
16th Ave & Nob Hill Blvd
PO Box 1647
Yakima, WA 98907
509-575-2350

Public Vocational-Technical Institutes

L.H. Bates Vocational-Technical Institute
1101 S Yakima Ave
Tacoma, WA 98405
206-597-7200

Bellingham Vocational-Technical Institute
3028 Lindbergh Ave
Bellingham, WA 98225
206-676-6490

Clover Park Vocational-Technical Institute
4500 Steilacoom Blvd SW
Tacoma, WA 98499
206-584-7611

Lake Washington Vocational-Technical Institute
11605 132nd NE
Kirkland, WA 98034
206-828-5600

Renton Vocational-Technical Institute
3000 NE 4th St
Renton, WA 98056
206-235-2352

Washington Institute of Applied Technology
315-22nd Ave S
Seattle, WA 98144
206-587-4220, 4800

Proprietary Schools

Art Institute of Seattle
2323 Elliott Ave
Seattle, WA 98121
206-448-0900

Gene Juarez School of Beauty
10715 8th North Ave
Seattle, WA 98125
206-365-6900

Glen Dow Academy of Hair Design
W 309 Riverside Ave
Spokane, WA 99201
509-624-3244

Griffin Business College
1115 A Street
Tacoma, WA 98402
206-624-7154

Perry Technical Institute
PO Box 9457
Yakima, WA 98909
509-453-0374

Resource Center for the Handicapped
20150 45th Ave NE
Seattle, WA 98155
206-362-2273

Private Colleges and Universities

City University
16661 Northrup Way
Bellevue, WA 98008
206-643-2000
1-800-542-9845

Cornish College of the Arts
710 E. Roy St
Seattle, WA 98102
206-323-1400

Gonzaga University
E 502 Boone Ave
Spokane, WA 99258
509-328-4220

Heritage College
Route 3, Box 3540
Toppenish, WA 98948
509-865-2244

Northwest College of the
Assemblies of God (815)
PO Box 579, 11102 NE 53rd St
Kirkland, WA 98083-0579
206-822-8266

Pacific Lutheran University
Tacoma, WA 98447
206-531-6900

Saint Martin's College
Lacey, WA 98503
206-491-4700

Seattle Pacific University
Third W & W Bertona St
Seattle, WA 98119
206-281-2000

Seattle University
Seattle, WA 98122
206-296-6000

University of Puget Sound
1500 N Warner
Tacoma, WA 98416
206-756-3100

Walla Walla College
College Place, WA 99324
509-527-2615

Whitman College
Walla Walla, WA 99362
509-527-5111

Whitworth College
Spokane, WA 99251
509-466-1000

Washington State Higher Education Coordinating Board Statement of Assurance of Compliance with Federal Law

The Washington State Higher Education Coordinating Board complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Washington State Higher Education Coordinating Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

From:

Place Stamp Here

To: **The Student Financial Aid Office**

From:

Place Stamp Here

To: **The Student Financial Aid Office**

Please send a complete financial aid application to the name and address on the other side of this card. The earliest I plan to attend your institution will be:

_____ _____
month and year

_____
signature

_____
date

Please send a complete financial aid application to the name and address on the other side of this card. The earliest I plan to attend your institution will be:

_____ _____
month and year

_____
signature

_____
date

The Higher Education Coordinating Board
917 Lakeridge Way, GV-11, Olympia, WA 98504
(206) 753-3571